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## Helpful Hints For Searching the *Commerce Business Daily* Online via *GPO Access*

### Content and file format:

The *Commerce Business Daily* (CBD) lists notices of proposed government procurement actions, contract awards, sales of government property, and other procurement information. Each notice appears in the print CBD only once. Notices stay "active" in the CBD database online via *GPO Access* for 15 days and are then moved to an "archived" database. Each notice is available as an ASCII text file. Some Files are provided in HTML format. The database is updated continuously.

### Identification Code

Each CBD notice in the database will display in the results list with the identification code followed by the subject of the notice. The identification code for the *Commerce Business Daily* database is "CBD". For example: CBD: 51--SCREW THREADING SET. Also the date the notice was placed online is also provided in the search result for each notice.

### Maximum Responses:

The default setting for SWAIS and the WinWAIS/MacWAIS client software is to return a maximum of 40 responses to a query. To locate a larger number of documents (maximum of 350), you will need to change the setting. In SWAIS type a lower case o at the *Source Selection* menu to change your options. In WinWAIS, select *Edit* and then *Preferences* from the pull-down menu. In MacWAIS, select *File* and then *Preferences* from the pull-down menu. On the *GPO Access* Web Searching Pages a box is provided in which you may change the number of documents returned.

### Fields:

Fields in the *Commerce Business Daily* online via *GPO Access* are:

classcod	Classification Code	offadd	Office Address
subject	Subject	sol	Solicitation Number
due	Response Date	poc	Point of Contact
cnt	Award Number	amt	Award Amount
line	Line Number	dtd	Award Date
to	Awardee	desc	Description
linkurl	Link URL	linkdesc	Link Description
emailadd	EMAILAddress	emaildesc	EMAILDescription
part	Part	subpart	Subpart
cite	Submission No.	posted	Posted Date

typing the field name, followed by an equals sign (=), followed by the term or terms that are sought. Similarly, when searching via the World Wide Web, you may type in the field name, followed by an equals sign (=), followed by the search term(s) sought or link to the ADVANCED searching pages which contain established fields. All queries that do not specify a field search the entire database.

**N**ote: The CBD Web application allows users to browse all active notices without performing a search. To activate the browse function, click on the [Browse the CBD](#) link.

## Searches:

If you perform these sample searches you may have to use the "archive of expired notices". This is due to the fact that notices in the CBD database are only "active" for 15 days. These samples are meant to serve as examples for creating your own searches in both the "active notices" and "archive of expired notices" databases.

### Subject

**Query:** "preventive maintenance"

**Results:** CBD:R-DESIGN OF PREVENTIVE MAINTENANCE PROGRAMS

This search demonstrates how to search the CBD by subject matter. Because you would like the words "preventive maintenance" next to each other, you surround the phrase by quotation marks. No fields were designated in this search, therefore it is a full text search and searches every field for the phrase "preventive maintenance". To search specifically the subject field simply type in:subject=preventive maintenance" Query: "preventive maintenance"

**N**ote: The search criteria is not case-sensitive.

### Cite number

**Query:** cite="I-338 SN00788"

**Result:** "D-005 SN155123"

**Result:** CBD: 99—DIGITAL TAPE RECORDING SYSTEM

This search demonstrates how agencies submitting notices can search for a notice by cite number. The cite number is the number provided as a reference after an electronic submission has been accepted. It is best to enclose the entire cite in quotation marks and include hyphens and spaces.

### Solicitation number

**Query:** sol= "N0010498T1276"

**Result:** CBD: 58—COMMUNICATION SUBSY

When searching for a specific solicitation number in the CBD enclose the entire number in quotation marks. Remember to include all dashes and do NOT add any spaces.

**Part and Subpart**

**Query:** part= "contract awards" AND subpart=services

**Result:** CBD:A—TURBINE ENGINE SYSTEM TECHNOLOGY (TEST)  
CBD: A—TURBINE ENGINE SYSTEM TECHNOLOGY

This search demonstrates how to restrict your search to a specific type of notice. In this example, you are searching only contract awards for services. You can choose to limit your search to any type of CBD notice.

**Award Number**

**Query:** cnt="C109-S"  
**Result:** CBD: T—BOOKS

This search demonstrates how to restrict your query to a specific award number. Remember to enclose the award number in quotation marks, do NOT add spaces and remember to include hyphens.

**Restricting by date**

**Query:** due=12/30/97  
**Result:** CBD: G-VOCATIONAL COUNSELING  
CBD: 70-VIDEO CONFERENCING UNITS

This demonstrates how to restrict your search by date. In this case you are searching for all notices with a response date of 12/30/97. You can also use greater or less signs (< or >), as well as search for date ranges using the word "TO" (uppercase). Examples: due>12/30/97 or due=12/1/97 TO 12/30/97. The same technique can be used for the field award date. Example: dtd=12/02/97

**N**ote: Date should be entered in MM/DD/YY format.

**Date Posted**

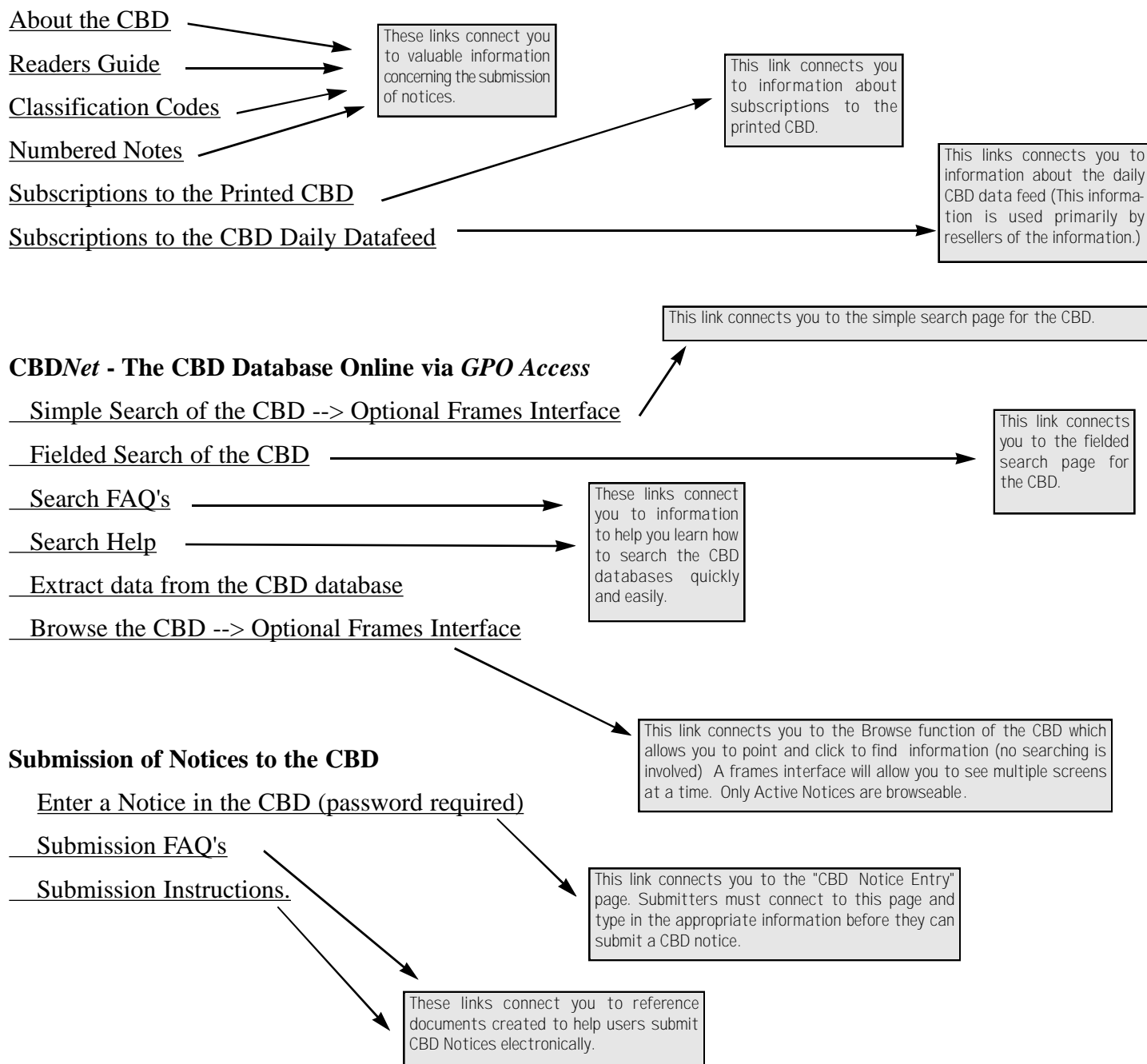
**Query:** "posted=12/29/97"  
**Result:** CBD:48— VALVEREGULATI  
CBD: Z—DREDGE MOORING BASIN, JONES BEACH

Posted date is the date the notice was placed in the database, not the date the notice is printed. Notices usually appear in the printed copy 2 business days after their posted date (as long as they were submitted prior to 4 pm EST). To search by posted date, use the fielded search page or enter the field name *posted* followed by the equal (=) sign: posted=2/29/97.

The following is an example of the Web interface of the *CBDNet* as well as an example of the Simple Search Page.

## Welcome to *CBDNet*

*CBDNet* is the official FREE online listing of Government contracting opportunities which are published in the *Commerce Business Daily*.



*Below is an example of the CBDNet Fielded Search page on GPO Access.*

**Database to Search:** ☐ Active Notices ☐ Archive of Notices

**SUBMIT**

**CLEAR**

**FIELDS”**

**Full-Text of the CBD**

☐ AND

☐ OR

Choose a boolean operator by clicking on the radio button.

**Posted Date (Enter either a range of dates or s specific date in the format mmddyy):**

**Date Range: From**  **To**

☐ On ☐ Before ☐ After

Date buttons allow you to limit your search using date(s) or date ranges.

☐ U.S. GOVERNMENT PROCUREMENTS  
☐ CONTRACT AWARDS  
☐ SPECIAL NOTICES

☐ SOURCES SOUGHT  
☐ SALE OF SURPLUS PROPERTY  
☐ FOREIGN GOVERNMENT STANDARDS

☐ AND

☐ OR

Choose one or more part(s) to search by clicking on one or more check boxes.

**Subpart**

☐ SERVICES

☐ SUPPLIES, EQUIPMENT AND MATERIAL

☐ AND

☐ OR

**Classification Code**

Click and hold your mouse in the box to get a pull-down menu of optional classification codes to search.

# **CBD*Net* Searching FAQ's**

## **1. How can I search for all notices from a specific geographic area?**

In the office address field you can search by zip code(s) or state(s) or a combination of both. For example:

17602 or 17603 or 17604

PA or NJ or MD

17602 or PA or MD

If using the simple search page, in the search terms box, type the field name followed by the equals sign(=) followed by the zip code(s) or state(s) or a combination of both.

offadd=17602 or 17603 or 17604

offadd=PA or NJ or MD

offadd=17602 or PA or MD

**Note: If searching by zip codes only you can also use the zip code field.**

## **2. How do I search multiple classification codes?**

You can use the simple search feature and do the following:

class=10 or 11 or 12

You can also use the fielded search page and do separate searches by using the classification code pull-down menu.

## **3. How do I search by zip code using 9 digits?**

Enclose the 9 digit zip code in quotation marks in the zip field.

Example: "17909-1234"

If using the simple search page, in the search terms box, type the field name followed by the equals sign (=) followed by the zip code surrounded in quotation marks.

Example: zip= "17909-1234"

## **4. How can I save my search and perform it on a daily basis?**

When searching via the Web you cannot save your search string. However, if you use WAIS client software to perform your searches, you can save the search string. Contact the GPO Access User Support Team for information on obtaining WAIS client software.

## 5. How can I search by the date of the printed issue?

You can't search by print date, but you can search by date. Posted date is the date the notice was placed in the database. Notices usually appear in the printed copy 2 business days after their posted date (as long as they were submitted prior to 4 pm EST). To search by posted date, use the fielded search page or enter the following search string in the search terms box (using the appropriate date): posted=2/12/98.

## 6. How do I find all notices pertaining to 8a set asides (opportunities for small and minority businesses)

In the description field enter the following search string: 8a AND "set aside"

## 7. How do I search for a specific solicitation number?

Enter the entire solicitation number (including hyphens), surrounded in quotation marks, in the solicitation number field.

Example: "N62472-97-R-3915"

If using the simple search page, in the search terms box, type the field name followed by the equals sign (=) followed by the solicitation number surrounded in quotation marks.

Example: sol="N62472-97-R-3915"

**Note: Your search criteria is NOT case sensitive.**

## 8. How do I search for my notice using my submission number?

In the cite field enter the submission number with no spaces.

Example: SN022578

If using the simple search page, in the search terms box, type the field name followed by the equals sign(=) followed by the submission number.

Example: cite=SN022578

## 9. How do I limit my search to a single issue of CBD?

You cannot download an entire issue of the CBD. However you can limit your search by the posted date. The posted date is the day the notice was posted in the online database. Notices typically appear in the print copy 2 business days following the posted date. To search by posted date use the fielded search page or simply type the posted field name followed by the equals (=) sign the following in the simple search terms box: posted=2/12/98

**Note: Fields do not have to be selected.**

#### **10. How do I limit my search to get just what is new today?**

You can not search by issue date, but you can search by posted date. The posted date is the day the notice was posted in the online database. Notices typically appear in the print copy 2 business days following the posted date. To search by posted date use the field provided on the Fielded Search Page or simply type the field name followed by the equals sign (=) in the simple search terms box. For example: posted=3/21/97

The Browse CBD Notices link allows you to view notices according to type and class code and lists them in date order (from most recent to oldest). The posted date is listed in the header.

#### **11 How do I get a copy of the full solicitation after finding an interesting notice in CBD?**

To get a copy of the full solicitation contact the person or persons designated as the point of contact in the notice.

#### **12. How do I access the archive database?**

Click on the radio button titled "archive". Notices are placed in the archive database after 15 days.

#### **13. How often is CBDNet updated? Some of your pages list "LAST MODIFIED" dates that are weeks or months old. Has updating of this service been discontinued?**

CBD notices are added to the database on a real time basis, approximately 2 minutes after a contracting official submits a notice. Pages which show lists of CBD notices are built "on the fly" each time you request them. The LAST MODIFIED date on these pages shows the last time the HTML template which surrounds the list of notices was updated.

#### **14. How do I search for an RFP?**

On the simple search page in the search terms box you can simple enter the entire RFP number surrounded by quotation marks.

Example: "RFP-686-6-97"

On the fielded search page you can enter the RFP number in the solicitation number field surrounded in quotation marks. ( It may appear in multiple fields within a notice)

#### **15. What is the cost for a subscription to the online database?**

The online CBD database is free. References to subscriptions are for paper copies and subscriptions to the daily electronic data feed for private companies that wish to buy the CBD data and resell it.



## **Additional *GPO Access* Materials:**

### ***GPO Access* User's Guide & Helpful Hints - Available via:**

Dial-in: 202-512-1387- From the Main Menu type B for *GPO Access*; type 4 *GPO Access* WAIS User Documentation & Helpful Hints; select 2 for Helpful Hints. The guide is available in sections or in its entirety & hints are listed by database name. Files are available in ASCII and PDF formats.

FTP: fedbbs.access.gpo.gov or point your browser to <http://fedbbs.access.gpo.gov>. The file is in the HELP directory. Check 00INDEX.txt for the file descriptions.

Online via *GPO Access*: The User's Guide is available as a database online via *GPO Access* and can be accessed through the Web, WAIS and SWAIS. Documents are available in ASCII and PDF formats. The Helpful Hints are available online by searching for the word hints in each database.

The Superintendent of Document's World Wide Web Home Page: The User's Guide and Helpful Hints are available at: [http://www.access.gpo.gov/su\\_docs/aces/desc004.html](http://www.access.gpo.gov/su_docs/aces/desc004.html).

### ***GPO Access* Training Booklet** Electronic copies of the training booklet are available on the Federal Bulletin Board via:

Dial-in: 202-512-1387- From the Main Menu select B for *GPO Access*; select # 4 *GPO Access* WAIS User Documentation and Helpful Hints; select 1 for User Documentation. The self-executing file names are traintxt.exe for the text version and trainpdf.exe for the Adobe Acrobat PDF version (traintxt.sea or trainpdf.sea for Macintosh).

Web/FTP: fedbbs.access.gpo.gov or point your browser to <http://fedbbs.access.gpo.gov> The file is in the HELP directory. Check 00INDEX.txt for file descriptions.